



**Massachusetts Building**  
**Meeting Room Reservation Form**  
Massachusetts Department of Agricultural Resources

Date Requested for Meeting: \_\_\_\_\_ Time frame: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Contact for Group: \_\_\_\_\_

Contact phone # / email: \_\_\_\_\_

Notes/ Special Requests:

MDAR representative for the meeting and contact info:

\_\_\_\_\_

MDAR Approval name and title: \_\_\_\_\_

Signature \_\_\_\_\_

**Room notes:** There is a locked closet for necessary paper products if needed. Ask MDAR contact for questions. After meeting, please be sure to return room to same condition when arrived.

**Temperature notes:** Temp is set from 8–4pm weekdays and weekends 9-10am at 70°. Please don't touch thermostat unless necessary. If meeting outside of those times, it is set at 58°. If you need to adjust thermostat temperature, open bottom section of thermostat, push the up arrow to desired temp. It will automatically go to the temp you set for 2-3 hours, and then automatically go back to normal. This step can be repeated if needed.

**Elevator:** It should be always on. If not, please report. Do not hit any other buttons other than 1 or 2.

Email Request Form to: [mary.jordan@state.ma.us](mailto:mary.jordan@state.ma.us) and [howard.vinton@state.ma.us](mailto:howard.vinton@state.ma.us)

**For emergencies:**

Mary Jordan, 617-626-1750, cell: 617-459-8746; Howie Vinton, 617-224-3540